



**SURF CITY TOWN COUNCIL REGULAR MEETING**  
**Tuesday, May 7, 2019**  
**Surf City Town Hall – 201 Community Center Drive**

- I. CALL TO ORDER – Douglas C. Medlin, Mayor
- II. INVOCATION – William J. (Buddy) Fowler, Mayor Pro-Tem
- III. PLEDGE OF ALLEGIANCE - Donald R. Helms, Councilman

IV. MAYOR'S REMARKS –

*We ask that all in attendance please set your cell phones to silent or vibrate mode. The Council offers the public an opportunities to speak during the meeting. Comments should be limited to three minutes each and must be directly issue-oriented with agenda items for this meeting, or an issue upon which the Council has control.*

*Citizen speakers will be acknowledged in the order in which they sign up to speak and will address all comments to the Board as a whole and not one individual Council member. Speakers will address the Council from the speaker's podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Council to answer any impromptu questions. Speakers are expected to be civil in their language and presentation. Any comments where the primary purpose is to promote business or candidacy shall not be allowed.*

*In accordance with the Council's adopted Rules of Procedures, Councilmembers shall reserve responses, if any, for the Council Forum on the agenda.*

V. ADOPTION OF THE AGENDA

**Mayor:** With no other items being considered separately, a motion to adopt the Meeting Agenda is in order.

VI. PROCLAMATION-

National Tourism & Travel Week- May 5-11  
Municipal Clerk Week- May 5-11  
National Police Week- May 11-17  
National Safe Boating Week- May 18-24

VII. APPROVAL OF THE CONSENT AGENDA –

- 1. Approval of the Meeting Minutes- April 2<sup>nd</sup> & April 12<sup>th</sup>, 2019
- 2. Beautification Bylaws Update
- 3. Beautification Committee Appointment – Terye Kuchta

4. Resolution 2019-14 – Roland Ave & Hwy 50 NCDOT Landscaping Agreement
5. Personnel Policy – Section 19: Social Media Policy
6. Easement 2430 & 2502 S. Shore Drive

*\*Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Council.*

**Specific Action Requested:** It is requested that the Town Council approve the consent agenda as presented.

VII. PUBLIC HEARING –

7. Contiguous Annexation Request- Shepards Road by Anthony Ricciardi; 3.54 +/- Acres; Pender County Pin# 4236-14-8353-0000

*Open Public Hearing*

*Public Comment Period*

*Close Public Hearing*

**Specific Action Requested:** It is requested that the Town Council make a motion to approve an ordinance to amend the corporate limits, amend the official zoning map & the resolution of consistency statement.

- VII. PUBLIC COMMENT– Citizens have an opportunity to address the Council for no more than three minutes per speaker on topics which concern agenda items of this meeting.

VIII. COUNCIL FORUM

IX. MANAGER'S REPORT

X. TOWN ATTORNEY REPORTS

XI. ADJOURNMENT



# SURF CITY

*Office of the Mayor*

**SURF CITY, NORTH CAROLINA**

## **PROCLAMATION**

**Whereas** travel has a positive effect on North Carolina and the nation's economic prosperity and image abroad, it also impacts business productivity and to individual travelers' well-being.

**Whereas** travel to and within the United States provides significant economic benefits for the nation, generating more than \$2.4 trillion in economic output in 2017, with nearly \$1 trillion spent directly by travelers.

**Whereas** travel is among the largest private-sector employers in the United States, supporting 15.6 million jobs in 2017, including 8.8 million directly in the travel industry and 6.8 million in other industries.

**Whereas** travelers' spending directly generated tax revenues of \$164.8 billion for federal, state and local governments, funds used to support essential services and programs.

**Whereas** travelers to North Carolina in 2017 spent \$97.05 million in Pender County.

**Whereas** International travel to the United States is the nation's number one services export, and number two overall.

**Whereas** meetings, events and incentive travel are core business functions that help companies strengthen business performance, educate employees and customers and reward business accomplishments—which in turn boosts the U.S. economy. In 2017, domestic and international business travelers spent \$317.2 billion.

**Whereas** leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers' health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships.

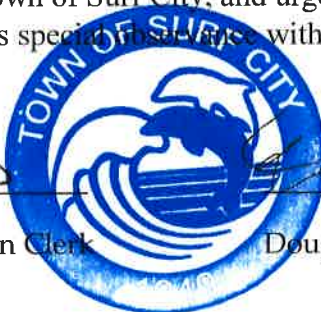
**Whereas** travel is a pillar of economic growth, creating jobs at a faster rate than other sectors.

**Whereas** welcoming visitors from near and far always has been, and always will be, the enduring ethos of the travel industry and Town of Surf City.

Now, therefore, I Douglas C. Medlin, Mayor do hereby proclaim May 5-11, 2019 as National Travel and Tourism Week in Town of Surf City, and urge the citizens of Town of Surf City, North Carolina to join me in this special observance with appropriate events and commemorations.

Attest:

Stephanie E. Hobbs, Town Clerk



Douglas C. Medlin, Mayor



# SURF CITY

*Office of the Mayor*

**SURF CITY, NORTH CAROLINA**

## **PROCLAMATION**

**Whereas**, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas**, The Office of the Municipal Clerk is the oldest among public servants, and

**Whereas**, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas**, The Municipal Clerk serves as the information center on functions of local government and community.

**Whereas**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

**Whereas**, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

## **Municipal Clerk Week**

**Now, Therefore, I**, Douglas C. Medlin, Mayor of the Town of Surf City, do recognize the week of **May 5 through May 11, 2019** as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Stephanie Edwards Hobbs, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the Town of Surf City this 7th day of May in the year of our Lord two thousand nineteen.



Douglas C. Medlin, Mayor



# SURF CITY

*Office of the Mayor*

SURF CITY, NORTH CAROLINA

## PROCLAMATION

**WHEREAS**, National Police Week was established in 1962 by President John F. Kennedy along with a joint resolution of Congress to pay special tribute to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including 21 sworn members of the Town of Surf City Police Department who work devotedly and selflessly on behalf of the citizens of the Town of Surf City, regardless of the peril or hazard to themselves; and

**WHEREAS**, some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

**WHEREAS**, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

**WHEREAS**, the names of 21,541 of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial, which was dedicated in 1991 in Washington, D.C.; and

**WHEREAS**, 360 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this Spring, including 129 officers killed in 2017 and 231 officers who died in previous years whose stories of sacrifice had been lost to history until now; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored, and the names of the officers newly engraved on the Memorial will be formally dedicated, during the National Law Enforcement Officers Memorial Fund's 31<sup>st</sup> Annual Candlelight Vigil, to be held on the evening of May 15<sup>th</sup>; and

**WHEREAS**, May 15, 2019 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families.

**NOW, THEREFORE**, I Douglas C. Medlin, Mayor of the Town of Surf City, North Carolina and on behalf of the Surf City Town Council, hereby proclaim the week of May 11 - 17, 2019 as

## ***"NATIONAL POLICE WEEK 2018"***

in the Town of Surf City and publicly salute the service of law enforcement officers in our community and in communities across the nation.

Stephanie Edwards Hobbs, Town Clerk



Douglas C. Medlin, Mayor





# SURF CITY

*Office of the Mayor*

**SURF CITY, NORTH CAROLINA**

## **PROCLAMATION**

**WHEREAS**, National Safe Boating Week is May 18-24, 2019 and there are 300,000 registered boats in North Carolina; and

**WHEREAS**, North Carolina has 5,000 miles of water shoreline for boating and fishing with boating being one of the state's most popular activities; and

**WHEREAS**, drowning is the reported cause of death in 75 percent of boating accidents, with 6.6 percent of those accidents occurring last year alone; and

**WHEREAS**, there were 20 boating deaths last year in North Carolina; and

**WHEREAS**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

**WHEREAS**, it is both desirable and necessary to remind all boaters of their responsibilities and the constant need for safe boating practices;

**NOW, THEREFORE, BE IT PROCLAIMED** that Surf City Town Council hereby supports the national campaign of the Safe Boating Council to promote National Safe Boating Week and also supports the Cape Fear Sail & Power Squadron which is a major provider of boating safety and training in our area.

## **National Safe Boating Week**

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the Town of Surf City this 7<sup>th</sup> day of May in the year of our Lord two thousand nineteen.

Attest:

Stephanie Edwards Hobbs, Town Clerk



Douglas C. Medlin, Mayor



**SURF CITY TOWN COUNCIL REGULAR MINUTES**  
**Tuesday, April 2, 2019**  
**Surf City Town Hall – 201 Community Center Drive**

**Council Present:**

Douglas C. Medlin, Mayor  
William J. (Buddy) Fowler, Mayor Pro-Tem  
Nelva Albury  
Donald R. Helms  
Teresa Batts  
Jeremy Shugarts

- I. CALL TO ORDER – Douglas C. Medlin, Mayor
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IV. MAYOR'S REMARKS –

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V. ADOPTION OF THE AGENDA

Mr. Fowler made a motion to adopt the agenda as presented. Mr. Fowler seconded the motion and it was carried.

VI. PROCLAMATION-

National Service Recognition Day – April 9<sup>th</sup>

VII. APPROVAL OF THE CONSENT AGENDA –

1. Approval of the Meeting Minutes- March 5<sup>th</sup> & 15<sup>th</sup>, 2019
  2. 2019 Meetings & Holiday Schedule Amendment
  3. Site Plan Approval – Watkins Flooring
  4. Resolution 2019-11 Surplus Property
  5. Budget Ordinance Amendment – Fee Schedule Amendment – Roll Back Service
- \*Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Council.***

Mr. Fowler made a motion to approve the consent agenda as presented. Mr. Helms seconded the motion and it was approved.

VII. PUBLIC HEARING –

6. Re-Zoning- 220 JH Batts Road, .8 +/- Acres, Pender County Pin 4235-34-5384-0000.  
From RA-Rural Agricultural to MU Mixed Use

Open Public Hearing at 6:36pm

Mr. David Gilbride 8013 8<sup>th</sup> St. stated this is a case of spot zoning his reasoning was that it was not consistent with surrounding zoning classifications. He gave the NC State statue regarding inconsistent zoning. He also stated he believed the property in question was owned by the Newsome family to which he alleged was related to the previous planning board chairman.

Public Hearing Closed 6:38pm

Mrs. Loftis read out loud the Consistency Statement Resolution.

Mr. Helms made a motion to approve the re-zoning of 220 JH Batts Road to MU-Mixed Use and the resolution of consistency statement. Mrs. Batts seconded the motion and it was carried.

VIII. GENERAL ITEMS –

7. Ordinance Amendment – Section 6 Emergency Management

Mrs. Loftis gave background information on the adoption of the ordinance amendment.

Mr. Helms made a motion to approve the ordinance amendment as presented. Mr. Fowler seconded the motion and it was carried.

8. Resolution on Directing the Clerk to investigate a petition for satellite volunteer annexation and set a public hearing – 3.54 +/- on Shepards Road Pender County Pin4236-14-8353-0000

Mrs. Albury made a motion to approve the resolution directing the clerk to investigate the petition for satellite annexation and set the public hearing for May 7<sup>th</sup> at 6:30pm; and send the property to the Planning Board for a zoning recommendation. Mr. Fowler seconded the motion and it was carried.



VII. PUBLIC COMMENT– Citizens have an opportunity to address the Council for no more than three minutes per speaker on topics which concern agenda items of this meeting.

Mrs. Patty Gilbride 8013 8<sup>th</sup> St discussed her concerns with the speed-limit on Hwy 50/210, and her support of Chief Shanahan in his request of the reduction of the speed. She explained that council came to a consensus to move forward with a traffic study performed by the NCDOT. She gave statistics for pedestrians who could be potentially be wounded by a pedestrian/vehicular accident. She ask for them to re-consider the traffic study.

Bob Pelon 1225 N. Shore Drive discussed that is was a second-row property owner and that he wanted Surf City to be successful, he ask the Mayor and Council to work together for the good of Surf City. He stated based on his observations that as of the 21<sup>st</sup> March, it was the 5<sup>th</sup> time that water from the ocean had breached the roads and come onto N. New River Drive; and that trash litters the new bridge. He asked for polices on public parking, leash law and litter.

Bob Souharda 602 Greenhow Court expressed concern over the new bridge and the great need for proper signage. He discussed the topic of cars stopping in the roundabout because they were lost as to which direction to go. He suggested painting the road with arrows to illustrate which way to go. He asked the council to take a hard stand with NCDOT and get the project completed.

Marty Martin 1825 N. New River Drive gave thanks to the police department for their home inspections and safety check when residents are away. He asked the council to reach out to Mrs. Carter with NCDOT and get some insights for signage on the bridge. He stated he reads the minutes while he has been away, and he asked if you could say what you wanted during the public comment period. He asked for homeowners to work together on the mega-decks.

Andy Pleil 17 W. Ridge discussed an issue with the new solid waste contract, and that island residents will have to pay more for services. He expressed his dis-like for the seasonal Friday pickup, and that it may create a special class and violates a non-discriminatory act. He has act for an opt-in service for Friday pickups.

VIII. COUNCIL FORUM

Mrs. Batts discussed the details of the Topsail Island Shoreline Protection Commission members who recently visited Washington DC and met with both federal and state representatives. They spoke with them about the need for hurricane recovery and the safe, health and welfare of our citizens. She thanked council for the Emergency Management ordinance approval; and that Mr. Horne is working diligently with staff members to update their sections and the Emergency Management documents. The new Emergency Management website is currently up and running. The department is in its final stages of selecting its task force committee members. She thanked the community for the Out of the Darkness Walk, the School Fundraisers, and the Reel Housewives Bike Ride. She expressed her gratuity for how well the members of this community take care of each other.

Mr. Fowler thanked the Boy Scouts for attending the meeting. He spoke on the Mountains to Sea Trail Conference the past weekend, and that it brought over 250 participants to town. He stated the town is working with NCDOT on signage and litter on the bridge. We must remember we are

a year in advance from where we were planned to finish. NCDOT stated they have a contract to clean the bridge once a month, but we understand that is not enough. We are working to move things along as fast as we can. He discussed that our legal counsel will look at the solid waste contract. He stated that the Chamber is working very hard to get the word out that we are open and preparing for the summer season.

Mrs. Albury thanked the Boy Scouts for their attendance and the importance of Scouts in young children's lives. She discussed that the recovery takes time and need to have patience with each other. She stated she wants to do all she can for everyone, but things take time and money, but the town works hard for each and every one.

Mr. Shugarts thanked the public for their comments. He announced that there is a new Rotary in town. He thanked Ashley for her hard work on getting the bridge cleaned up, he asks that employees be more mindful as the drive around town and sees things in the road to take the time to pick it up. He stated his wife is coaching the middle school volleyball team and they are currently un-defeated. He stated he had mixed feelings for the solid waste contract and the non-optional seasonal service, but the benefit much out-ways the cost, if this keeps our beaches clean.

Mr. Helms thanked everyone for coming out tonight and wished everyone a Happy Easter. He thanked the countless volunteers that help at the Fire Department. He gave Fire Department statistics.

Mayor thanked everyone for attending. He discussed that we are still working to get things back to normalcy and that Surf City would be stronger than ever. He discussed that staff has been cleaning the walkway on the bridge on a regular basis. He gave an update on the department pre-meeting, that one hour before each regular scheduled council meeting staff is here to meet with the public on any topics, needs or concerns they may have that need to be addressed. On May 11 from 9am-Noon the Beautification Committee is hosting a street sweep. He asked that everyone look out for all the bicycles this weekend that are participating in the Reel Housewives of Topsail Island, a very worthy cause to raise money for families affected by breast cancer.

#### IX. MANAGER'S REPORT

Mrs. Loftis stated a moving permit request came in for 7021 7<sup>th</sup> St. to re-locate the house outside of Surf City town limits

Mrs. Albury made motion to approve the house moving. Mr. Helms seconded the motion and it was carried.

Mrs. Loftis stated they met with the Golden Leaf Foundation last week regarding funding for Town hall and Nelva Albury Park. We have received notification from our engineer that the contractor is continually shaping the dunes and they do have to come back to some areas for some re-shaping so it will be on continuous dune.

#### X. TOWN ATTORNEY REPORTS

#### XI. ADJOURNMENT

Mr. Helms made a motion to adjourn. Mrs. Batts seconded the motion and it was carried.



# TOWN OF SURF CITY

## APRIL 12, 2019 WORK SESSION MINTUES

9:00 AM / Friday, April 12, 2019  
*Surf City Welcome Center, 102 N. Shore Drive*

### **Council Members Present:**

Mayor Douglas C. Medlin  
Mayor Pro-Tem William J. (Buddy) Fowler  
Donald Helms  
Nelva Albury  
Teresa Batts  
Jeremy Shugarts

### **Call to Order**

Mayor Douglas C. Medlin, Mayor

### **Invocation & Pledge**

### **Introductions & Welcome**

### **Town Council Work Plan Items:**

#### **1. Building & Zoning Ordinance Update**

Steve Padgett presented building ordinance amendments to sections:

- 3-6 Keeping of certain animals prohibited
- 5-3 Contractors
- 5-11 Ground level enclosures
- 5-41 Required
- 5-43 Plans and specifications
- 5-44 Issuance
- 16-23 Duty of the building inspector with regard to street names
- 16-24 permit to construct driveway required
- 16-81 Numbering map
- 16-82 numbering system
- 16-83 Owners to purchase numbers

Mike Dickson presented changes to the zoning ordinance to sections:

- 2.7 Replacement of official zoning map
- 3.4 Definitions
- 4.1 Zoning Districts
- Appendix A Table of Uses

- 5.2 Fences
- 5.13 Development plan and design requirements
- 6. Sketch Plan
- 7. Preliminary plans
- 10. Final plat
- Appendix B 7. Streets
- 2. Definitions

Council came to the consensus to send the zoning suggested amendment to the planning board and the building amendments to the council agenda in June.

## **2. Beautification & Appearance Committee By-Laws Update**

In 2018 Chad Merritt, Parks & Recreation Director, became the staff liaison the Beautification & Appearance Committee. The current By-Laws states the Town Clerk as the staff liaison. The submitted updated By-Laws, shown in red, will remove the words “Town Clerk” and replace with “Parks & Recreation Director.” Page 3 Item 4 clarifies the role of Home & Business of the Month.

Council came to a consensus to move forward with the recommended changes.

## **3. Open Soundside Market**

Chaundel Medlin with the Special Events committee presented the idea of an open-air market for commercial businesses at Soundside Park. She requested permission to reach out to the commercial businesses to get their ideas and support.

The council came to the consensus to move forward of meeting with the commercial businesses.

## **4. Parking in Right-of-Ways**

Mr. Shugarts discussed parking in the right-of-way and specific locations Nelva Park, Town Hall, Charlotte Ave, Greensboro & Seahorse. He questioned Nelva Albury Park and signage at the fire station lot. He asked about leasing lots for parking.

Mrs. Loftis gave an update on the parking lot at Nelva Park, she stated that the base of the lot needs to be upgraded and the bathrooms have to be replaced as well as the playground equipment. The Town did receive a grant of \$100,000 from Golden Leaf. FEMA is the waiting factor for starting this project. Chad has taken over the right-of-way parking, he has been working with DOT and is currently having a survey done to mark those rights-of-way. The streets along Ward Realty and 50 South are being looked at as one-way streets with on-street parking. Currently we are waiting on the survey to come back. We can specifically look at Charlotte Ave if council wishes too. Mrs. Loftis stated we have a lot on S. Shore passed the S Curve for storm water reduction and for parking, as there is not a lot of parking in that area at this time. Leasing property is not really an option for the cost factor.

Mrs. Albury questioned the idea of paid parking.

Mayor stated the town is looking at different options for parking in our larger lots around town. We don't have enough traffic to warrant a parking deck year-round to pay for its self. There are options and once we are recovered we will work on different options.

Mrs. Loftis stated we have been working with DOT on additional parking on the old Crabby Mikes lot and then on the mainland at the roundabout.

Mayor stated we have been working on restroom facilities on the mainland side at the new parking lot for those who wish to use the pedestrian walkway on the bridge.

## **5. Set a Budget Workshop Date**

May 3, 2019 at the Welcome Center at 9:00am

Mrs. Loftis gave an update on the ranking sheet with Resource Institute, with Topsail Beach.

Mrs. Batts stated that we would like for legislation to change as it did with N. Topsail Beach and they got their monitory funding without the delegation of Resource Institute, as they receive 12% for administration of the projects with Surf City and Topsail Beach.

Mrs. Loftis stated the town meet with Waste Industries this week regarding the seasonal Friday pickup. The question was posed to Waste Industries if it could be an optional service. Waste Industries stated it could be an optional service, that all residents can opt out of the service, but the citizens who wish to opt-out must call Lydia at town hall. If you do not opt- out you will be charged.

### Project Updates:

Bike & Pedestrian Plan has been approved since 2013, during the time plan there has been a steering committee, engineers and staff that have put together a 190-page plan. Part of the project included the bicycle paths on N. New River and sidewalks, the boardwalk on Hwy 50 and the multi-use path on the bridge. Chad has taken this over and is using this as part of his grant process and will be included in his parks and recreation master plan. These potential funds could be used to fund greenways around town. We are currently working with an engineer firm now to design these trails. The master plan has to be updated every five years.

### Beach Nourishment:

2014 the WWRDA was approved by the federal government but has not been funded at this time. In October of 2017 the town went into contract with Chris Gibson with TI Coastal LLC a full nourishment project is slated for 2020.

### Grants:

Police Dept has received grants through Government Crime Commission. Town Hall received \$350,000 from Golden Leaf. Solid Waste \$25,000 for away from home recycling. Allan Libby is working with Duke Energy for community partnership grants.

Closed Session NCGS 143.318.11(a)1

Attorney Client Privilege

Closed Session:

Mr. Fowler made a motion to go into closed session pursuant to NCGS 143.318.11(a)1. Mr. Helms seconded the motion and it was carried.

Mr. Helms made a motion to go back into open session. Mr. Fowler seconded the motion and it was carried.

The Council came to a consensus to move forward with an RFQ for legal services.





## **BYLAWS OF THE TOWN OF SURF CITY BEAUTIFICATION COMMITTEE**

Section 1:	Creation, General Duties of the Committee, Recommendations
Section 2:	Appointments, Terms and Composition
Section 3:	Election of Officers
Section 4:	Attendance at Meetings
Section 5:	Town Staff Services
Section 6:	Annual Appropriation, Expenditures
Section 7:	Responsibilities and Duties
Section 8:	Compensation
Section 9:	Rules of Order

**Section 1: Creation, General Duties of the Committee, Recommendations.**

This group shall be known as the Surf City Beautification Committee. This Committee was established to develop ideas, and report to Parks and Recreation Director who will review suggestions and recommendations and, when necessary, present beautification matters to Town Council.

**Section 2: Appointments, Terms and Composition.**

Initially, Town Council appointed six (6) members to the Committee, serving staggered terms of four (4) years. Regular terms of office shall expire on November 30th. In addition, Town Council shall appoint a Councilperson and a representative from Town staff to serve as voting ex-officio members, as well as serving in an advisory capacity. Committee members' terms of office shall be for four years and members are eligible to serve two consecutive terms. Vacancies are advertised in accordance with the Town's Appointment Policy. Vacancies are to be filled by Town Council as they occur. Regular meetings are to be held monthly and are open to the public.

**Section 3: Election of Officers.**

Annually at the September meeting, the Beautification Committee shall elect its Chairperson. The terms of these officers shall be one (2) years, with eligibility for re-election.

**Section 4: Attendance at Meetings.**

Members of the Beautification Committee are expected to attend all Committee meetings. Should a member miss three (3) or more consecutive meetings, the Committee Chairperson shall advise Town Council through the Parks and Recreation Director or Town Council representative that a vacancy exists. The Council will appoint a new member to fill the unexpired term.

**Section 5: Town Staff Services.**

The Beautification Committee shall be assisted by the Parks and Recreation Director in secretarial and technical services.

**Section 6: Annual Appropriations, Expenditures.**

The Beautification Committee shall annually submit to the Parks and Recreation Director by April 15 its requested budget for the next fiscal year. All expenditures are administered by the Town in accordance with the N.C. Local Government Budget & Fiscal Control Act.

**Section 7: Responsibilities and Duties.**

The Beautification Committee shall act in an advisory capacity to Town Council, Parks and Recreation Director, and departments of the Town in relation to general appearance of the community, and shall have the following duties:

- A.
  - (1) To initiate, promote and assist in programs and activities that will aid in the beautification of the Town.
  - (2) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the Town.
  - (3) To provide leadership and guidance to individuals, public and private organizations and agencies, and the general public in matters relating to community appearance.
  - (4) Judge and select the candidates and winners of the Surf City Beautification Business of the Month and the Surf City Beautification Home of the Month awards. Be present to take pictures onsite.
- B. In addition to the duties above, the Beautification Committee shall have the following special duties:
  - (1) The Committee, in cooperation with the Parks and Recreation Director and Town Planner, shall periodically review the Tree Policy and make recommendations to Town Council.
- C. The Beautification Committee shall have the following powers:
  - (1) The Committee may suggest from time to time, the adoption of ordinances that will help the beautification and cleanup efforts.
  - (2) To promote public interest to advance the cause of improved municipal appearance.

**Section 8: Compensation.**

All members of the Committee shall serve without compensation – except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of funds available to the Committee.

**Section 9: Rules of Order.**

*Robert's Rules of Order* used as a guideline of accepted parliamentary procedure.

**ADOPTED BY COUNCIL May 7<sup>th</sup>, 2019**



**CANDIDATES REQUEST FOR APPOINTMENT  
ADVISORY BOARDS AND COMMITTEES  
TOWN OF SURF CITY**

Are you a Town of Surf City resident, at least 18 years of age, willing to volunteer your time and expertise to your community? Please complete this application and return to:

Mail Completed  
Form: Town of Surf  
City Attn: Town Clerk  
PO Box 2475  
Surf City, NC 28445

Email completed form:  
shobbs@surfcitync.gov

Fax completed form:  
910-328-4132

Board/Committee: BEAUTIFICATION  
Applicant Name: TERYE KUCHTA  
Home Address: 201-G SHELL RD. SURF CITY  
Business Address: \_\_\_\_\_

Do you live within the Corporate limits of Surf City? ☒ Yes ☐ No

How long have you been a resident in Surf City? 1 Years (MAY)

**Education and Employment Information**

High School: KITTANNING SENIOR HIGH  
Year Graduated: 1975

Institution Name: PENNSYLVANIA STATE UNIVERSITY  
Year Graduation: 2013  
Major: HUMAN DEVELOPMENT AND FAMILY STUDIES

Current Employer: RETIRED  
Title/Position: \_\_\_\_\_  
Duties: \_\_\_\_\_

## General Information

Current membership in organizations and offices held:

NONE

Past organizational membership and offices held:

PARKINSON FOUNDATION OF WESTERN PA - CHAIR 'STEP FORWARD'  
PARKINSON'S FOUNDATION - CHAIR 'MOVING DAY'  
RAILS TO TRAILS - MEMBER

Do you anticipate a conflict of interest by serving as a member of a Board or Committee? No

If yes, explain:

Do you possess subject matter education, training, and/or experience for the Board or Committee for which you are applying? If yes, explain below

SEE ATTACHED

If no, state reasons why you feel qualified for this appointment.

SEE ATTACHED

As chair of the Step Forward and Moving Day committees, for the Parkinson's Foundation, I coordinated event layouts and schedules as well as volunteers, along with ongoing fundraisig efforts.

I have taken immense pleasure in both planning and executing landscaping projects around my own home and look forward to using that experience to benefit my new community.





# SURF CITY

## NORTH CAROLINA RESOLUTION No. 2019-14

### **RESOLUTION SUPPORTING BEAUTIFICATION ENHANCEMENTS VIA A LANDMARK LANDSCAPE DESIGN ON ROLAND AVE. AND NC HWY 50 CORRIDOR IN SURF CITY, PENDER COUNTY**

WHEREAS, the North Carolina Department of Transportation has constructed road improvements along Roland Ave and NC Hwy 50 corridor through Surf City in Pender County, North Carolina; and

WHEREAS, the Town of Surf City desires beautification to the completed improvements along Roland Ave. and NC Hwy 50 corridors inside the municipal boundaries; and

WHEREAS, North Carolina Department of Transportation, Roadside Environmental Unit is currently completing design work for enhancements to Roland Ave. and NC Hwy 50 corridor; and

WHEREAS, the Town of Surf City desires to work in concert with the North Carolina Department of Transportation to develop a vision for beautification enhancements to the Roland Ave. and NC Hwy 50 corridor.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Surf City commits to support the pursuit of design and implementation of beautification enhancements along Roland Ave. and NC Hwy 50 corridor and commits to maintain the project when relinquished to the Town of Surf City at the agreed upon time.

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Douglas C. Medlin, Mayor

Attest: \_\_\_\_\_  
Stephanie Edwards Hobbs, Town Clerk

## Section 19: Social Media

The Town of Surf City endorses the secure use of social media to enhance communication, collaboration, and information exchange, to streamline processes, and to foster productivity in the workplace. This policy establishes the Town's position on the utility and management of social media and provides guidance on its management, administration, and oversight. The Town also recognizes the role that social media plays in the personal lives of some Town representatives. The personal use of social media can have bearing on Town representatives in their official capacity due to potential risks, and therefore, it carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media within the workplace, we have established guidelines for appropriate use.

### Types of Social Media

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content on the Internet, including to your own or someone else's blog, journal or diary, personal website, social networking (i.e. Facebook, LinkedIn, MySpace and Twitter) or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication.

### Social Media in the Workplace

#### *Determine Strategy*

Where possible, each Town social media page shall include an introductory statement that clearly specifies the purpose and scope of the department or division's presence. The page(s) should also link to the department or division's official website. Social media page(s) should be designed for the target audience(s) such as citizens, visitors/tourists, contractors, etc.

#### *Procedures*

All department or division social media sites or pages shall be approved by the Town Manager or his or her designee, and shall be administered by an assigned staff member. Where possible, social media pages shall clearly indicate that they are maintained by the department or division, and shall have contact information prominently displayed. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies. The following apply to social media content:

- Content is subject to public records laws. Relevant records retention schedules apply to social media content.
- Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department or division. Pages shall clearly indicate that posted comments will be monitored and that the department or division reserves the right to remove obscenities, off-topic comments, and personal attacks. Pages shall also clearly indicate that any content posted or submitted for posting is subject to public disclosure.

### *Potential Uses*

Social media is a valuable tool as it allows the Town to communicate and engage with citizens. Below are several examples of how the Town's various social media platforms can be used.

- Meeting Announcements – Social media can be used to remind citizens about upcoming Council meetings or public hearings.
- Public Service Announcements (PSAs) – Town departments can post PSAs about issues that affect the citizens of Surf City.
- Job Announcements – Job vacancies for Town positions can be posted and shared on social media in order to recruit qualified candidates.
- Crime Prevention – The Police Department can post crime prevention tips, time sensitive information such as Amber alerts, and can use social media to seek information on wanted criminals in the area.
- Emergency Alerts and Severe Weather Updates – Social media can be used to communicate important safety information to citizens in a short amount of time during emergency situations.
- Activities and Registrations – Town departments can use social media to remind the community of upcoming activities, classes, or events, and provide relevant details regarding event registration.

### *Personal Use of Social Media*

The same principles and guidelines found in other Town of Surf City policies apply to activities online. Ultimately, town representatives are solely responsible for what they post online. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects professional performance, the performance of fellow representatives, or otherwise adversely affects customers, suppliers, or people who work on behalf of the Town's legitimate business interests may result in disciplinary action up to and including termination.

### *Precautions and Prohibitions*

Barring state law or binding employment contracts to the contrary, Town representatives shall abide by the following when using social media:

- Town representatives are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the Town for which loyalty and confidentiality are important, impede the performance of duties,

impair discipline and harmony among officials and/or coworkers, or negatively affect the public perception of the Town.

- As public Town representatives are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the **employee's professional duties and responsibilities**—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Town. Town representatives should assume that their speech and related activity on social media sites will reflect upon their office and the Town.
- Town representatives shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their engagement with the Town without written permission from the Town Manager or his/her designee.
- Town representatives are not to disclose their relationship with the Town of Surf City, nor shall they post information pertaining to any other member of the Town without their permission. As such, Town representatives are not to do the following:
  - Display Town logos, uniforms, or similar identifying items on personal webpages.
  - Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a representative of the Town.
- When using social media, Town representatives should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Town's policies is required in the personal use of social media. In particular, Town representatives are prohibited from the following:
  - Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
  - Speech involving themselves or other Town representatives reflecting behavior that would reasonably be considered reckless or irresponsible.
- Town representatives may not divulge information gained by reason of their authority, make any statements, speeches, appearances, and endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Town without express authorization.
- Not conduct political activities or private business.
- Town representatives should be aware that they may be subject to civil litigation for
  - publishing or posting false information that harms the reputation of another person, group, or organization (defamation),
  - publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person,
  - **using someone else's name, likeness, or other personal attributes without that person's permission** for an exploitative purpose, or
  - publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

### *Using Social Media at Work*

The Town understands that employees may access social media from time-to-time. Make sure that your online activities do not interfere with your job or customer commitments. Do not use the Town's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Excessive or inappropriate use of social media in the workplace inhibits work performance and may result in disciplinary action up to and including termination.

## **Use of Easement Between 2430 and 2502 S. Shore Drive by Pirates Cove and Buccaneer Beach Community**

Parks & Recreation Director's Recommendation, Chad Merritt:

I would like to recommend that we allow permission for the Pirates Cove and Buccaneer Beach community (located outside of Maritime Plantation) be allow to build an access on the Town's easement. The Town does not have a need for a public access here, but the Pirate's Cove and Buccaneer Beach people are interested in developing one there themselves. Recent ownership clarifications has resulted in them not being allowed to use the Maritime Plantation access. I would like to provide a resolution for these parties by offering use of our easement with an agreement that would outline guidelines and waive both physical and financial liability for the Town of Surf City as it pertains to the structure they install. I would like to provide the agreement to council, once it is been developed, for further approval. I have spoken to the HOA representatives in the community about this and they would be very happy for this opportunity.



**PUBLIC HEARING FOR ANNEXATION  
SHEPARDS ROAD  
April 2, 2019**

**Action Requested**

Adopt the ordinance extending the corporate limits, amending the official zoning map & the consistency statement.

**Background**

A petition for 3.54 +/- acres contiguous annexation of property located on Shepards Road requested by Anthony Ricciardi.



Town Council  
Town of Surf City, North Carolina  
Po Box 2475  
Surf City, NC 28445

May 7, 2019

**No. 2019-02**

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF SURF CITY, NORTH CAROLINA

WHEREAS, the Surf City Council has been petitioned under G.S. 160A-31, as amended, to annex the area described herein: and

WHEREAS, the Surf City Council has by resolution directed the town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of annexation was held at the Surf City Community Center at 6:30 o'clock pm on the 7<sup>th</sup> day of May 2019, after due notice by publication on the 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup> day of April 2019; and

WHEREAS, the Town Council finds that the petition meets the requirement of G.S. 160A-31, as amended;

Now, Therefore be it ordained by the Town Council of Surf City, North Carolina;

Section 1, By virtue of the authority granted by G.S. 160A-31, as amended, the following described territory is hereby annexed and incorporated as part of the Town of Surf City as of the 7<sup>th</sup> day of May 2019.

Anthony Ricciardi  
Deed Book 4671 Page 1691  
3.54+/- Acre Tract on Shepards Road  
**Topsail Township, Pender County, North Carolina**

Tract I:

BEGINNING AT A NAIL AND CAP IN THE CENTER LINE OF N.C.S.R. 1533, SAID NAIL AND CAP BEING LOCATED WHEN MEASURED ALONG THE CENTER LINE OF SAID ROAD SOUTH 58 DEG. 33' EAST 11990 FEET FROM A NAIL AND CAP; SOUTH 57 DEG. 27' EAST 45180 FEET FROM A NAIL AND CAP AND SOUTH 56 DEG. 59' EAST 51720 FEET FROM A NAIL AND CAP IN THE CENTER LINE OF A CULVERT OVER SNAKE BRANCH; AND SAID LATTER NAIL AND CAP OVER SAID BRANCH BEING LOCATED APPROXIMATELY 0.15 MILES SOUTH OF N.C.S.R. 1583. THENCE FROM THE POINT OF BEGINNING AND WITH THEODORE OTTOWAY'S LINE NORTH 28 DEG. 40' EAST 57840 FEET TO AN IRON STAKE; THENCE SOUTH 61 DEG. 20' EAST 322.16 FEET TO AN IRON STAKE; THENCE SOUTH 37 DEG. 01' WEST 591.14 FEET TO A STAKE. THENCE WITH SAID CENTER LINE NORTH 61 DEG. 20' WEST 2354 FEET TO THE POINT OF BEGINNING. CONTAINING 3.54 ACRES, AND SUBJECT TO THE NORTHERN ONE HALF OF A 60 FOOT RIGHT OF WAY OF N.C.S.R. 1533. BEING A PORTION OF THE SECOND TRACT OF LAND CONVEYED BY M. H. JONES AND WIFE, MARY JONES TO F. B. HICKS AND THEODORE OTTOWAY AND RECORDED IN BOOK 339, PAGE 392.

Section 2. Upon and after the 7<sup>th</sup> day of May 2019 the above describe territory and its citizens and property shall be subject to all debts, laws, ordinances and regulation in force in the Town of Surf City. Said territory shall be subject to the municipal taxes according to GS 160A-31(c), as amended.

Section 3. The Clerk of the Town of Surf City shall cause to be recorded in the office of the Register of Deeds of Pender County, and the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 here of, together with a duly certified copy of the ordinance.

Adopted the 7<sup>th</sup> day of May 2019.

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Douglas C. Medlin, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Edwards Hobbs, Town Clerk      Charles Lanier, Town Attorney

I, Windy H. Davis, Notary Public of said Pender County and State of North Carolina, do certify that Douglas C. Medlin., Town Attorney Charles Lanier, and Town Clerk Stephanie Edwards Hobbs appeared before me this day and executed this authorization document in my presence. Witness my hand and seal this   7   day of   May  , 20  19  .

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## Town of Surf City

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SURF CITY, NORTH CAROLINA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN

WHEREAS, N.C.G.S.160A-385 authorizes local government to change or modify zone boundaries within their jurisdiction; and

WHEREAS, the amendments set out below are made in accordance with N.C.G.S. 160A-364 and Section 8.0 of the Zoning Ordinance.

THEREFORE, BE IT ORDAINED THAT:

Section 1. The Official Zoning Map of the Town of Surf City is hereby amended by placing the newly annexed property hereinafter described tract of land putting it in the zoning classification, said tract being more particularly described as Anthony Ricciardi, Deed Book 4671, Page 1691, and more specially identified by Pender County tax pin number 4236-14-8353-0000 respectively.

Section 2. The Town Clerk is hereby authorized and directed to change the Official Zoning Map on file in the Office of the Town Clerk so as to make it comply with this Ordinance.

Section 3. All ordinance or parts of the ordinances in conflict with this Ordinance, to the extent of such conflict, are hereby repealed.

Section 4. If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holdings shall not affect the validity of the remaining portion hereof.

Section 5. This is in compliance with all the adopted Town plans as has been found to be in the public's interest to be zoned MFC Multi-Family Cluster.

Section 6. This Ordinance shall be effective upon its adoption.

This Ordinance is adopted the 7<sup>th</sup> May 2019.

ATTEST:

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Douglas C. Medlin, Mayor

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Stephanie Edwards Hobbs, Town Clerk



**Town of Surf City**

**RESOLUTION ADOPTING A CONSISTENCY STATEMENT FOR  
THE APPROVAL OF**

**WHEREAS**, the Town of Surf City Council has reviewed the application for Anthony Ricciardi to annex Parcel number 4236-14-8353-0000, located on Shepards Road, as MFC Multi-Family Cluster (the “Amendment”) and finds that the same is consistent with Town of Surf City Land Use Plan, Zoning Ordinance, and all other adopted plans.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town of Surf City Council, that the Amendment and presented documentation are found to be consistent with city land use plans and are determined to be reasonable and in the public interest.

Adopted the 7<sup>th</sup> day of May 2019.

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Douglas C. Medlin, Mayor

ATTEST:

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Stephanie Edwards Hobbs, Town Clerk